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2 September 1958

MEMORANDUM FOR: Chief, Administrative Staff, CR

SUBJECT : Transfer of GS-4 Slot.

REFERENCE : Chief, Document Division memo to AD/CR dated 18 August 1958;  
Subject: Management Study of Cable Section.

1. Reference which was approved by the AD/CR, proposed that one position be transferred from the Processing Branch to the Cable Section in order to ease the work load for individual members of the Cable Section and allow time for training to increase job flexibility.

2. It is requested therefore that Position No. 608.08 be transferred to the Cable Section with the understanding that the job description will be completely rewritten to reflect the changed duties. It is further requested that an acceptable GS-4 clerk be assigned to the Cable Section as soon as possible.

3. The present incumbent of this Slot in the Processing Branch should be double encumbered under Position No. 608.01.

25X1

  
Chief, Document Division

cc: Chief, Processing Branch  
Chief, Special Control Branch  
Chief, Cable Section, SCB

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